

BUDGET DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Budget Director exists is to coordinate and manage the development of the City's budget. Oversee professional and clerical staff, develop policies, procedures, and programs for the development of the City's Budget and the Capital Improvement Program in the Accounting and Budget Department. Provide high quality service to the organization and to the citizens. This classification is supervisory. Work is performed under general supervision by the General Manager, Financial Services.

ESSENTIAL FUNCTIONS

Plans, oversees and participates in the development and implementation of the budget office work plan; monitors work flow; reviews and evaluates work output, methods, and procedures; and prepares various budget reports, such as Financial Trend Analysis, Capital Improvement and Operating Budgets.

Coordinates long range revenue and expenditures forecasting; coordinates strategic planning program to integrate long-range planning with goals and objectives of the City Council and management.

Supervises and supports budget personnel and is a team player by helping staff accomplish organizational goals; providing opportunities for training, decision making, participation, and innovation.

Participates in the formulation and administration of budget and accounting policies and procedures; develops, evaluates, and implements internal controls; and oversees the creation and implementation of accounting systems to improve the City's fiscal management capabilities and/or compliance with federal, state, and local ordinances or guidelines.

Coordinates research studies, feasibility studies, benchmarking studies, needs assessments, cost/benefit analyses, cross impact analyses, and management studies; makes inferences and projections from written material and statistical data; prepares comprehensive detailed recommendations and reports on various computer software.

Provides project management expertise to coordinate and implement department or citywide systems and projects; program/system evaluation and organizational analysis; monitoring of procedures and methods; preparation of oral and written findings and recommended actions.

Supervises and monitors program budget performance; maintains fiscal control and accountability for budget expenditures; coordinates grant applications; develops budget forecasts and reports; makes oral and written recommendations for fiscal affairs; supervises service contracts and agreements; and coordinates the development of performance measures and workload indicators.

Provides financial advice, designs and conducts user training for financial systems and processes, tailoring such training and/or advice to the specific needs of the user.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles and practices of municipal budget development and administration; pertinent federal, state, and local laws, rules and regulations.
Computerized financial systems.

Ability to:

Listen, communicate, and deal effectively with management, subordinates, representatives of other government agencies, and the general public, researching as necessary to provide requested information.

Communicate both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar.

Provide superior customer service for both internal and external customers.

Effectively communicate instructions and information both verbally and in writing to subordinates, other City staff, and the public.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Be committed to teamwork and to quality in everyday work.

Be willing to assume ownership in completion of assigned tasks.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in Accounting, Statistics, Business, Public Administration, or related field. Three to five years progressively responsible experience in accounting, finance or the development, administration, and analysis of municipal budgets is required. A master's degree, and/or CPA, and supervisory experience is desirable.

FLSA Status: Exempt

HR Ordinance Status: Classified